

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Instructor Help Manual

**Report Options - Click Button H –
Descriptions of reports to be revised**

- ◆ Click on report you want
- ◆ If it is a Student Report, “Select Student” box will appear → Select Student
- ◆ Clicking on preview report will show you what a report contains:
 - Absences and tardies reports only work if attendance feature of SIS is being used. Absences and tardies are itemized by date.
 - Student Task Performance Worksheet includes all performance notes and lists all tasks (including those without recorded performances)
 - Student Task Performance Summary Reports – only prints tasks that have a student performance rating assigned. Only performance notes checked as “summary” will appear on report.
 - Student MLR Performance Worksheet includes all performance notes and lists all MLRs (including those without recorded performances)
 - Student MLR Summary Reports– Includes MLR with recorded performance and only performance notes checked "MLR" appear on the report.
 - Program Duties and Tasks – Includes the tasks and performance criteria for your course. (All duties and tasks not marked inactive will appear in the report)
 - Program MLR Tasks by Duty Area - Includes a list of Duty Areas in your standard and linked MLR. (All duties and tasks not marked inactive will appear in the report)
 - The All Courses Summary Reports capture work that students did in all courses in your school - (exploratory or other technology areas). These reports only work in a network environment and will only list courses marked as active at the student information screen.
 - Tasks & Evaluations Work Sheet

